



# Expression of Interest: National Mental Health Consumer and Carer Forum

The Queensland Mental Health Commission invites interested mental health consumers and carers to apply for the following positions as representatives on the National Mental Health Consumer and Carer Forum:

- Queensland Consumer Representative
- Queensland Carer Representative

## Context

The [National Mental Health Consumer and Carer Forum](http://nmhccf.org.au) (NMHCCF) was established in 2002 by the then Australian Health Ministers Advisory Council Mental Health Standing Committee in recognition of the continued need for mental health consumer and carer involvement at the highest level of policy development. It provides a mechanism for mental health consumers and carers to foster partnerships and to ensure input of consumers and carers into the activities of the mental health sector, including policy, service delivery and evaluation of reform in Australia.

The NMHCCF is auspiced by the Mental Health Australia and is funded through state, territory and Australian Government contributions. The Queensland Mental Health Commission (QMHC) provides annual funding to the NMHCCF (\$22,563 in 2016-17) on behalf of Queensland.

It is QMHC's responsibility to ensure a transparent and accountable process for the recruitment of Queensland's representatives.

The NMHCCF Operating Guidelines outline the role and function of the NMHCCF, business rules relevant to its members, and provides guidance on the way in which jurisdictions are expected to collaborate, identify and support representatives. There is no maximum length of tenure for NMHCCF consumer and carer representatives. NMHCCF members are initially appointed for a four year term and then their appointment is reviewed by their nominating state every two years after that.

Representatives are remunerated for formal NMHCCF activities including teleconferences, face to face meetings and identified out of session activities. Sitting fees for members are paid at an hourly rate (currently \$85.80) for up to five hours. A daily rate (currently \$429) applies to work/meetings that exceed five hours.

The NMHCCF Operating Guidelines, including Terms of Reference for members, can be accessed at: [https://nmhccf.org.au/sites/default/files/docs/operating\\_guidelines\\_september\\_2017.pdf](https://nmhccf.org.au/sites/default/files/docs/operating_guidelines_september_2017.pdf)



## Time commitment for NMHCCF representatives

The NMHCCF usually holds two, one day face-to-face meetings and two teleconferences of several hours duration per year. Face-to-face meetings are often held interstate and will require travel and overnight stays away from home. Travel and accommodation expenses are met by the NMHCCF.

In addition to the formal NMHCCF meetings, activities such as pre-reading, meeting preparation and liaison with your networks will be required. Working group participation is optional.

Representatives who are unable to attend at least one NMHCCF face-to-face or teleconference meeting during any 12 month period will be asked to review their position as a NMHCCF member with the Queensland Mental Health Commission.

## Relationship to the Queensland Mental Health Commission

- The QMHC will provide a state contact officer as a point of liaison for Queensland's NMHCCF representatives.
- Regular contact will be maintained between the NMHCCF representatives and the QMHC. NMHCCF representatives will meet with the Queensland Mental Health Commission approximately four weeks before each NMHCCF meeting and approximately four weeks after to maximise the exchange of information.
- To assist in the provision of information to the NMHCCF, representatives are requested to liaise with the state contact officer on any reports relating to state service provision or the work of the QMHC prior to their submission to the NMHCCF.
- Where appropriate the QMHC will aid in the distribution of information or issues arising from each NMHCCF meeting. This may include information being provided to members of the Queensland Mental Health and Drug Advisory Council.

## How to apply for the Queensland Consumer and Carer positions

- Read through the position description and selection criteria.
- Complete your Expression of Interest which must include:
  - A short statement (maximum 2 pages) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key accountabilities and meet the key skills requirements. Ensure that you take into consideration the key tasks outlined in the position description.
  - A letter of support from a relevant organisation outlining your suitability for the position. If you are applying for the consumer position, the letter of support must come from a consumer organisation and for the carer position the letter of support must come from a carer organisation.
  - Your resume, including two referees who may be contacted about your application.
- Submit your Expression of Interest to the QMHC by:
  - Email to [commissioner@qmhc.qld.gov.au](mailto:commissioner@qmhc.qld.gov.au) or
  - Mail to PO Box 13027, George Street Brisbane, QLD 4003
- All Expressions of Interest must be received by **5pm Friday 17 November 2017.**

**The following position description and selection criteria are provided to guide applicants to complete an Expression of Interest for either the Queensland Consumer Representative or the Queensland Carer Representative on the NMHCCF.**

**Please clearly identify which position you are applying for when submitting your Expression of Interest.**

## Position description – Consumer representative

Key tasks for the Queensland Consumer Representative:

- Represent Queensland mental health consumers at the NMHCCF
- Articulate consumer perspectives using system advocacy skills in a national policy development context
- Maintain connection with and be actively involved in the key networks of mental health consumer representatives in Queensland
- Provide a conduit for information between the NMHCCF and the Queensland Mental Health Commission, as well as relevant Queensland-based consumer networks, including but not limited to using NMHCCF identified reporting processes
- Maintain regular contact with the Queensland contact officer
- Fulfil duties of NMHCCF members as outlined in the NMHCCF Terms of Reference and Operating Guidelines.

## Position description – Carer representative

Key tasks for the Queensland Carer Representative:

- Represent Queensland mental health carers at the NMHCCF
- Articulate carer perspectives using system advocacy skills in a national policy development context
- Maintain connection with and be actively involved in the key networks of mental health carer representatives in Queensland
- Provide a conduit for information between the NMHCCF and the Queensland Mental Health Commission, as well as relevant Queensland-based carer networks, including but not limited to using NMHCCF identified reporting processes
- Maintain regular contact with the Queensland contact officer
- Fulfil duties of NMHCCF members as outlined in the NMHCCF Terms of Reference and Operating Guidelines.

## Selection Criteria

***Please address the following selection criteria in your Expression of Interest as relevant to either the Consumer or Carer position (2-3 pages maximum):***

1. Demonstrated ability to provide an understanding of either Consumer or Carer perspectives at a system advocacy level. For example, skills may include:
  - An understanding of the principles of either Consumer or Carer participation
  - Being widely informed of and able to represent Consumer or Carer experiences beyond one's own personal experience
  - Familiarity or the ability to gain familiarity with Queensland and national policy issues in mental health
  - Being able to provide advice and strategic direction to the NMHCCF on behalf of either Queensland Consumers or Carers
  - Being able to problem solve, use initiative and contribute to the goals of the NMHCCF.
2. Demonstrated ability to maintain networks with Queensland-based Consumer or Carer mental health organisations or government bodies and their constituents.
3. Well-developed interpersonal skills including the ability to work as part of a team and also maintain good working relationships with NMHCCF members and other stakeholders in the mental health policy development process, for example, with government and service providers.

4. Well-developed communication skills including listening, providing feedback, negotiation and the demonstrated ability to use these to achieve results.
5. Willingness to participate in training relevant to the work of the NMHCCF (this training would not be onerous and would be provided through the NMHCCF).
6. A letter of support should be provided by a relevant Consumer or Carer organisation outlining suitability for the position.

If you have any questions please contact Nusch Herman, Senior Policy Advisor, QMHC by phone on 3033 0324 or email [nusch.herman@qmhc.qld.gov.au](mailto:nusch.herman@qmhc.qld.gov.au)